



Facilities, Planning and Operations Department

Facility Committee Meeting

Date: January 29, 2015

Time: 12:30pm-1:40pm

Present:	Linda Owens, Alice Hawkins, Andy Florimon, Greg Peterson, Mandeda Uch, and Maria Estrada
Absent:	Patricia Stoddard, Renee Johnson, Eric Mendoza, Milton Harris
Guests:	
Next Meeting:	02/24/15, Facilities Office 12:00pm

Standing Agenda Items:	
1.	Introductions / Presentations
2.	Meeting Purpose
3.	Committee Make-up / Charter
4.	Facilities, Maintenance and Operations
5.	Facilities, Planning and Operations – Strategic Planning
6.	New Business

Review Meeting Minutes	No revisions.	ALL
Discussion / Decisions	Facilities Planning and Operations	
AGENDA	<ol style="list-style-type: none"> 1. Member Schedules 2. Student Representative 3. Site Improvement 4. Scheduled Maintenance 5. New Business 6. Adjournment 	ALL
Linda Owens	<ol style="list-style-type: none"> 1. Member Schedules It was decided that meeting days will be on the fourth Tuesday of each month at 12:00pm. 2. Mr. Gregory Peterson is the new ASB Student Representative. Mr. Peterson brings a wealth of resources to the committee. Peterson is currently serving as the ASB Secretary which duties include preparing agendas and facilities requests. Peterson also serves as the Delegate for Compton Center to the Student Senate for California Community Colleges. 	LO

	<p>His academic career goals are to graduate from the Compton Center and later transfer to California State University Dominguez Hills where he will major in History with a minor in Business. Peterson would like to become an Athletics Director.</p> <p>3. Site Improvement</p> <ul style="list-style-type: none"> • Samples of Rubber Chips for the Child Care Center's play area will be presented to Ms. Edwards for selection. These Chips will take the place of the present wood chips. Cost for this project will be taken from the Site Improvement fund (40K). • Some of the completed items from the Site Improvement Plan are: BSI Sports Turf Management, All Pro Fence and Just Blinds and Flooring (please see the 2014/2015 Site Improvement Preliminary Plan). • There is a 7K balance in the Site Improvement budget. Members suggestions for its usage are: <ul style="list-style-type: none"> a) Athletics window blinds. b) Replacement Tiles in the Gym's lobby and northwest corner. c) On east facing wall of the Voc Tech Building, the C row, and Math Science Building, flowers should be placed there and where needed (a price list will be provided by Andy Florimon). Consideration for the upkeep, irrigation and maintenance for the flowers are a concern. d) Improved lighting in and around the Athletics area. e) Lights in Y99, benches, tables and umbrellas. <p>Please note: the item(s) chosen will depend on cost availability and priority.</p>	
	<p>4. 2014/15 Scheduled Maintenance</p> <ul style="list-style-type: none"> • Please review the spread sheet (<i>Landscape</i>) indicating the list of items where spending of the 2014/2015 Scheduled Maintenance has occurred. • Weatherproofing Technologies (repaired roof on C, G and Y82 buildings) at a cost of \$7,840.00. Specifications for more roof repairs are in the process. • Kool Running Air Conditioning (replace HVAC 	

	<p>on G1 on G-row) at a cost of \$5,800.00.</p> <ul style="list-style-type: none"> • Vanguard Flooring (carpet installation for Financial Aid) at a cost of \$5,966.00. • Remaining items must be contracted by June 30, 2015, and have up to 1 year for completion. • Building J (Maintenance Building) will go out to bid for paint. 	
Question?	<p><i>Bottom line...How much is remaining in the Scheduled Maintenance budget?</i></p> <p>Roof: \$142,160.00 Utilities: \$48,334.00 Mechanical: \$127,335.00 Exterior: \$43,000.00 (Out to bid) Other: \$61,176.24</p> <p>The remaining amount has not gone out to bid which includes roofing, doors, paint and asbestos removal.</p>	
Question?	<p><i>We are aware of some of your staffing concerns in your department, are there any plans to assist you?</i></p> <p>We got Kenneth and Aaron who are both on probation right now, we have a provisional person coming in on Monday and we got a student worker who is interested and will start next week so that helps.</p>	
Question?	<p><i>Was that because your budget was increased?</i></p> <p>We'd lost some folks so we are replacing them.</p>	
Comment:	<p><i>We know that your department has so many things that you are responsible for and your staffers are so busy, I was thinking of surveying the faculty about the areas they see that are most needed. We can use that as a platform as to where we can get started.</i></p> <p>I put together a survey some time ago and I brought it to the attention in the Managers Meeting, and so far, it has not been cleared with the CEO. One of the things we are trying to do is to get our own Work Order System. As of now, we must go through El Camino; we don't have the tools and modules that El Camino has, they only give us access to a few. We want to be able to utilize ways of keeping people informed. For instance letting the staff know when to expect their request completion date.</p>	

Ms. Estrada:	<p>5. New Business</p> <p>Like El Camino, I feel that our new faculty should be trained on the use of Work Orders and should receive some sort of New Hire Packet. Nevertheless, I will give any kind of support and feedback that will help the Maintenance Department.</p>	
Mr. Uch:	<p>I agree. I will do the same thing.</p> <p>6. Adjourned</p>	

Action Bin:		Responsible Person	Due Date
1.	Develop a price list for plants	Andy Florimon	Open
2.	Develop a list of all troubled doors	Andy Florimon	ASAP
3.			
Next meeting Tuesday, February 24, 2015 Facilities Department			12:00 pm
Meeting adjourned 1:40pm			
Meeting minutes by AH 02/04/15			